

Elizabeth Walker

Elizabeth Walker Indexing Services

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INDEXING EXPERIENCE

Elizabeth Walker Indexing Services, Sole Proprietor, 2002 to Present

- Professionally prepare indexes that are comprehensive, accurate, and delivered on time.
- Subjects indexed include accounting, allied health, biography, business, cookbooks, computer technology, foreign policy, genealogy, history, how-to books, mathematics, pet care, philosophy, psychology, public policy, and political science, religion, technical and scientific areas.
- Prepare back-of-the-book and embedded indexes for textbooks, technical, scholarly, and general interest books.

SKILLS SUMMARY

- Software development quality testing and project management
- Real estate property management
- Member of American Society for Indexing (ASI), past chairperson for the Rocky Mountain Chapter, past ASI National Board of Directors and SIG coordinator, member of the Business and History-Archaeology Special Interest Groups, member of the Colorado Below Lone Tree Peer Review group.

EDUCATION

- Graduate of Basic Indexing Course, USDA Correspondence School
- University of Phoenix, Bachelor of Arts in Business Management
- Wichita State University, Certificate in Entrepreneurship

Work Experience

- Elizabeth Walker Indexing Services, 2002 - Present
- Verizon, management of software development, 1998 – 2004
- FrontRange Solutions, management of software development, 1994 – 1998
- Deluxe Financial Services, software development, 1992 – 1994
- Carter Real Estate, property manager, 1991 – 1992
- CompuTax, income tax software development, 1980 - 1991